



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.3.3	Subject: FOOD SERVICE SAFETY AND SANITATION
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 4 and Attachment
Section 3: Food Service in Facilities and Programs	Effective Date: May 1, 1997
Signature: /s/ Bill Slaughter, Director	Revision Dates: 04/20/05; 01/18/06

I. POLICY

The Department of Corrections will ensure that food and dairy product preparation in all programs and facilities is accomplished in a clean, sanitary, and safe manner.

II. APPLICABILITY

Facilities with full-scale food service operations that include the Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections. The safety and sanitation standards in this policy also apply to Montana Correctional Enterprises food product programs.

III. REFERENCES

- A. 2-15-112; *Montana Code Annotated*
- B. 37.110.210, ARM, *Food Employees*; 37.114.203, ARM, *Reportable Diseases and Conditions*; 37.114.204, ARM, *Reports and Report Deadlines*
- C. DOC Policy 4.5.11, *Infection Control Program*

IV. DEFINITIONS

Correctional Facility – For the purpose of this policy, includes Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections.

Food Service Director (FSD) – The employee, regardless of local title (Food Service Manager, Food Service Supervisor, Dairy Director, Dairy Processing Supervisor), responsible to manage the facility food service or food product operations.

Designee – The position responsible for a specific action or program will also apply to that person's designee.

V. DEPARTMENT DIRECTIVES

Each facility or program administrator will ensure that the highest possible level of safety and sanitary practices are in effect in food service and food product programs, and that documentation is maintained to establish ongoing compliance with all applicable rules, policies and regulations.

A. Health and Disease

1. Written policy, procedure, and practice will provide that all food service, cannery, and dairy processing employees, including assigned offenders, receive a pre-assignment medical examination.

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2. Food service employees will be required to pass a pre-employment medical examination sufficient in detail to determine the absence of acute or chronic communicable disease.
3. Medical staff will conduct the offender pre-assignment examinations in sufficient detail to determine the absence of acute or chronic communicable diseases including, but not limited to, skin, respiratory, and intestinal tract infections.
4. Subsequent food service, cannery, dairy milking parlor, and dairy processing employment will be contingent upon examination findings. Applicants who have a communicable disease that is in any transmissible stage or condition will be excluded from employment.
5. At the time of hire, the Food Service Director (FSD), or designee, will obtain written confirmation from staff members that they understand the need and agree to report contraction of, or exposure to, a disease that is transmissible via food (see Attachment A, Food Handler Health Requirements).
6. The FSD, or designee, will obtain pre-employment, written confirmation from offender workers that they understand the need and agree to report contraction of, or exposure to, a disease that is transmissible via food, as well as agree to the rules and regulations that apply to all offender food service workers.
7. The FSD, or designee, will ensure that the above staff and offender contracts are retained on-site for the duration of the employment period.
8. The FSD, or designee, will inspect all employed offenders daily at the start of the work period and will provide notification to the Health Services Manager of offenders who require medical reexamination for handling food.
9. Offenders who are absent from work for any extended length of time due to a communicable illness, including diarrhea, will be referred to Health Services for a determination of fitness for duty, prior to resuming work.
10. The FSD, or designee, will report to the county, city-county, or district health officer (see ARM references in Section III above) if any employee:
 - a. is diagnosed with Hepatitis A, regardless of symptoms; or
 - b. has been diagnosed within the past four (4) weeks with one of the following: *Salmonella spp.*, *Shigella spp.*, pathogenic *Escherichia coli*, *Campylobacter spp.*, *Cryptosporidium parvum*, or *Giardia lamblia*.
11. The FSD, or designee, will ensure that no employee prepares or handles food products while the employee suffers from any condition listed in the previous item, or:
 - a. has symptoms caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as diarrhea, fever, or vomiting;
 - b. has symptoms of jaundice;
 - c. has respiratory symptoms causing sneezing or cough, discharge from the eyes, nose, or mouth, or sore throat with fever; or
 - d. has a lesion containing pus such as a boil or infected wound that is open or draining and is:
 - 1) on the hands or wrist unless an impermeable cover such as a finger cot/stall

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- protects the lesion and a single-use glove is worn over the impermeable cover;
- 2) on exposed portions of the arms, unless the lesion is protected by an impermeable cover; or
- 3) on other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage.

B. Safety and Sanitation Regulations

1. There must be documentation by an independent, outside source that food service, dairy milking parlor, and dairy processing facilities and equipment meet established governmental health and safety codes, and that corrective action is taken on deficiencies, if any.
2. When the facility food services are provided by an outside agency or individual, the facility will have written verification that the outside provider complies with state and local regulations.
3. Food service, dairy milking parlor, and dairy processing personnel must meet regularly to discuss accident prevention and to analyze major accidents to prevent recurrence.
4. The FSD, or designee, must instruct and monitor all staff and offender food service, dairy milking parlor, and dairy processing workers daily for compliance with standard personal hygiene requirements, including:
 - a. a daily shower before work when possible;
 - b. washing hands and fingernails frequently and after using toilet facilities; and
 - c. wearing clean washable clothing, serving gloves, and hair covers.
5. Facility administrators must provide for the control of vermin and pests. Pest control professionals will be readily available to the facility or program to conduct regular monthly inspections and to eradicate insects, rodents, or vermin by safe and effective means.
6. Effective housekeeping requires a definite cleaning schedule for all food service, dairy milking parlor, and dairy processing areas with staff and offenders assigned specific duties. Cleaning activities will be supervised at all times to ensure that the work performed is proper and thorough.

C. Food Storage Facilities

1. Written policy, procedure, and practice will provide that each facility maintain sanitary, temperature-controlled food storage maintained at the following temperature ranges:

Dry shelf storage--45° to 80° F.

Refrigerated areas--35° to 40° F.

Frozen food areas--0° F. or below.
2. Food and dairy products will be stored properly for no longer than the specified storage period. Meals will be produced under sanitary conditions and foods and dairy products will be maintained and served at safe and appropriate temperatures. Food will be served as soon as possible after final preparation.

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D. Physical Plant

Food service, dairy milking parlor, and dairy processing facilities and equipment must meet all standards and requirements set by qualified professional and governmental bodies.

1. Floors, walls, and ceilings are constructed to ensure security, safety, and easy cleaning.
2. Equipment will be operated and maintained in accordance with the manufacturer's instructions.
3. Toilet and washbasin facilities will be available to food service staff and offenders in the vicinity of the food preparation area.

E. Inspections

1. Written policy, procedure, and practice will require weekly sanitation inspections of all food service, dairy milking parlor, and dairy processing areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these may include the food service director or designee. The person(s) conducting the inspections will have training in food service and dairy processing operations.
 - a. all areas and equipment related to food and dairy product preparation (e.g., ranges, ovens, refrigerators, mixers, dishwashers, garbage disposals) must undergo frequent inspections to ensure their sanitary and operating condition; and
 - b. refrigerator and water temperatures must be checked daily. Water temperature on the final dishwasher rinse should be 180 °F; between 140 °F and 160 °F is appropriate if a sanitizer is used on the final rinse.
2. A specialist will conduct comprehensive and thorough safety and sanitation inspections at least monthly. The safety and sanitation specialist may be a facility staff member who is trained in the application of jurisdictional codes and regulations. Training for this individual may be provided through the agency's central office specialist(s) or by other applicable agencies. Periodically, or on an as-needed basis, this individual may be provided assistance from a team of qualified staff members who are assigned from departments other than food service.
3. Local, state, and/or federal sanitation officials or other qualified persons from outside the program or facility will inspect all food service operations at least annually. Facilities will comply with all applicable laws and regulations of the governmental jurisdiction, and there must be documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected.

VI. CLOSING:

Questions concerning this policy should be directed to the Food Service Director.

VII. ATTACHMENT

Food Handler Health Requirements (Attachment)

Food Handler Health Requirements

A **food handler** is any person in the food preparation area of a food service, dairy milking parlor, or dairy processing establishment who handles food, food containers, or food utensils, including owners, persons-in-charge, employees and volunteers.

You, as a food or dairy product handler, may not handle food in a food service, dairy milking parlor, or dairy processing establishment if you:

1. Have been diagnosed within the last four (4) weeks with an illness due to any of the following bacteria or viruses:
 - a. Hepatitis A,
 - b. *Salmonella spp.*,
 - c. *Shigella spp.*,
 - d. Pathogenic *Escherichia coli*,
 - e. *Campylobacter spp.*,
 - f. *Cryptosporidium parvum*, or
 - g. *Giardia lamblia*.
2. Have symptoms associated with acute gastrointestinal illness such as diarrhea, fever, or vomiting.
3. Have symptoms of jaundice.
4. Have respiratory symptoms causing sneezing or cough, discharge from the eyes, nose, or mouth, or sore throat with fever.
5. Have a lesion or sore containing pus such as a boil or infected wound that is open or draining and is:
 - a. On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
 - b. On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or
 - c. On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage.

It may be illegal for you to work or handle food or dairy products if you have any of these diseases or symptoms, because people may become sick if they eat food that you handle.

Contact your facility's Food Service Director (FSD) **before you start working** if you know or suspect that you have contracted or been exposed to a disease that is transmissible via food including, but not limited to, those listed above. Your FSD may be required to notify the Health Department, while maintaining your confidentiality as provided by Montana law. When possible, your facility's FSD may reassign you to other duties that do not involve food handling.

I, _____, understand and will comply with the above health requirements.

(Employee's Printed Name)

Establishment: _____

Employee Signature: _____ **Date:** _____